



Computer Applications

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 926 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

Before the meet

ROOM

Secure a quiet room of adequate size for the number of contestants expected. The room should have tables and chairs of proper height and an electrical outlet for each contestant. The tables should be large enough to accommodate computers and printers. A second room is useful for graders to take the test while students are taking it. This expedites grading by helping the graders become familiar with the test.

(DISTRICT) In larger districts, a second contest room may be needed. If a second room is used, the contest must be held simultaneously in both rooms.

MATERIALS AND EQUIPMENT

The contest director will provide the following:

- A copy of the rules from the *Constitution and Contest Rules*
- Accurate clock for timing
- Calculators, staplers, paper clips, diskette labels, scissors and pencils for use in scoring
- One 8 1/2 x 11 envelope per school for returning contestants' printouts, disks, scoresheets, tests and keys

Contestants will provide the following:

- Computers. Contestants shall provide their own laptop or notebook computers, printers, multi-plugs, surge protectors, extension cords, software suitable for competition in Microsoft Office and one blank, formatted data diskette, CD or flash drive. External keyboard and mouse are permitted. No other peripheral devices will be allowed in the contest room. Contestants may not share printers. All equipment must be fully functional at the beginning of the contest, and responsibility for providing equipment and making certain the equipment and software are fully functional rests solely with the contestant.
- Paper. Contestants must bring their own blank computer paper suitable for their printers.
- Optional Materials. Contestants may use the following during competition: copy stand, commercial function key templates and all software functions. Contestants may not bring the *Computer Applications Handbook* into the contest room.
- Guide. Each computer applications coach should bring a copy of the designated reference guide to the grading room: the UIL *Computer Applications Handbook*. Use this guide to resolve technical questions of formatting and procedure for the test.

CONTEST MATERIALS PACKET

The League office will provide the following:

- General Instructions
- Instructions from the contest director
- The sealed test packet containing tests and keys (do not open the district contest packet until just prior to the contest)
- Contest score sheet
- Contest Evaluation Form
- (REGION) Regional awards order form
- (REGION) State Meet information cards for state meet qualifiers (6)
- (REGION) "No Show" report form

INVENTORY ALL materials except the sealed test packet well in advance to make sure nothing is missing. Photo-copy any needed UIL forms.

PERSONNEL

- Contest Director. A coach of a contestant may serve as contest director.
- Assistant contest director. (REGION) The UIL staff may appoint an assistant to the contest director from one of the high school campuses in the region. This individual will serve as a support person for the contest director and may be on hand before, during and after the meet to answer questions which may arise concerning the contest. Coaches of competitors may serve as assistants, if appointed by the director.
- Assistants. The contest director should appoint at least two assistants, with the recommendation that at least one should be knowledgeable of computer technology.
- Monitors. The contest director should appoint one monitor, who should not be a computer applications coach, to see that the contest is conducted properly. The contest director, assistants and monitor will serve as monitors during the testing period and monitor specific quadrants of the room, as needed. The director may appoint extra monitors if necessary.
- Graders. Contestants' coaches are required to serve as graders, but may arrange for a replacement person to grade if the coach is unable to serve. Failure to provide a grader may result in disqualification of a school's contestants. Graders should bring a calculator and the designated guide used by their contestants.

TIME

- Allot 2.5 hours for the contest, using up to 40 minutes for setting up machines, roll call and opening remarks, 40 minutes for the contest and the remaining time to begin the grading session. It is critical to stay on schedule as some students may need to go to other events.
- Arrange for and announce, during the opening remarks and if possible in the program, the time and place of a 15 minute verification period prior to the announcement of official results. Ask the district director to state in the schedule a specific time for setup and for the testing period.

CONTEST ROSTER & RESULTS SHEET

(DISTRICT & REGION) Your meet director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school, with the contestant number beside each contestant's name on the roster. You will record scores and/or results on the Contest Roster and Results Form and give to the meet director, who will then enter the results/scores into the Spring Meet Online Entry System.

SUBSTITUTIONS

(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.

- *Students whose names were never entered into the online entry system* may substitute so long as they provide the contest director before the contest begins with a substitute form (found online and in the appendix) or a letter signed by a designated school official certifying the student's eligibility.
- *Students whose names were entered into the online entry system and hence certified as eligible* are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or representative from the contestant's school. Eligibility is already certified. Therefore, written notification is for the convenience of the contest director who may not have a copy of the other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school's original entry (see C&CR, Section 902 (g) (B)).

ALTERNATES (REGION)

Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

Before the contest begins

1. Read aloud the following statement: "Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the academic spring meet code and subject to penalties as outlined in Section 700 of the C&CR."
2. Seating. Separate contestants from each other as far as space in the room permits. Contestants from the same school may not sit adjacent to each other.

FOR MORE information on substitution, see C&CR, Section 902 (g) (B).

3. Announcements. Announce the time and place for the verification period and the announcement of results. Announce that contestants must remain in their seats until the testing period has ended.
4. Roll call. Call roll from the contest roster and replace absent contestants with certified substitutes.
5. Clear room. Ask persons other than the contestants, contest director, assistants and monitors to vacate the room before the contest begins.
6. Sorting envelopes (DISTRICT). Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. Save the sorting envelopes to use after the verification period. Place contestants' tests, keys and diskettes in the appropriate envelope for return to the computer applications coach at each school no sooner than Saturday of the respective district meet.

Conducting the contest

- Contestant number. Assign a number to each contestant. You may use the number beside the contestant's name on the roster. Inform contestants of their contestant numbers with instructions to be certain their number is placed in the upper right-hand corner of each page turned in as part of the contest, unless directed to locate this in a different space. Contestants should not reveal their numbers to their coaches in order to assure fairness in grading. The contest director, with optional assistance of the monitors and official assistants, will attach a numbered diskette label to each contestant's blank, formatted data diskette, CD or flash drive.
- Emergency procedure. Contestants should bring extra formatted blank diskettes and computer supplies as needed for an emergency. In the event that a computer, printer or diskette malfunctions, the contest director may provide a replacement (if available). See the *Computer Applications Handbook* for procedures to follow if equipment malfunctions. The responsibility for providing functioning equipment rests with the contestant.
- Tiebreaker. At the start of the contest, distribute and administer the five-minute tiebreaker to all contestants. After time is called, instruct contestants to print. All may print at one time, or part of the contestants may be instructed to print at one time, and the remaining contestants be instructed to print after the first group has finished. The latter arrangement is preferable if there is any danger of overloading the electrical capacity of the facility.
- Distribution of test materials. Check all tests to insure that all pages are printed clearly and completely. Distribute the tests face down. The contest director should give students a preview period of three minutes to look over the actual test, but students may not begin working until the timing of the test is officially started. Students may use markers, pens, pencils or highlighter pens during the preview period but may not operate keyboards. After three minutes, instruct contestants to turn tests face down. The test time starts when the students are instructed by the contest director to turn the test copy face up and begin.
- Time allotted for testing. Allot 40 minutes for the testing period: 5 minutes for the tiebreaker, 3 minutes for preview and 30 minutes for the test. Students must remain in the contest room until time is called, except in the case of an emergency.
- Closing signal. Inform contestants when ten minutes remain in the testing period, and again when two minutes remain. Contestants must turn in all pages printed and the diskette, CD or flash drive used for the contest. The ultimate responsibility for keeping up with the time rests with the contestant.
- After time is called to end the contest, remind contestants to be certain their contestant numbers are on each page of the hard copy to be turned in for scoring. Have contestants turn in all pages to be graded and then all additional pages printed or used.

Grading the contest

The UIL recommends the following procedure for grading. Exclude contestants and teachers who are not serving as graders from the room when grading. Have three judges check each paper and a fourth judge tabulate results and resolve any inconsistencies in the scores on a test with the judge whose result is in question or with the contest director. To ease grading, all Printout 1s should be graded at the same time, then all Printout 2s, and if there is a third printout, they should be graded together.

Note the following clarifications:

- In the case of an error on the answer key, graders should notify the UIL state office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged on correctness rather than on an incorrect answer given in the key.
- Because differences in some computers and printers result in differences in margins, allow approximately of 1/4" difference between the requested margins and the printed margins.

LAPTOPS ONLY

The Computer Applications Contest is a laptop or notebook only contest. Contestants must provide their own laptop or notebook computers and other materials outlined in Sec. 926 of the C&CR.



INDIVIDUAL POINTS

1st place.....	15
2nd place.....	12
3rd place.....	10
4th place.....	8
5th place.....	6
6th place.....	4

Individual school maximum points = 37

- Some proportional fonts/printers make it extremely difficult to tell whether two spaces are left between sentences, after colons, etc. Do not count off for discrepancies of this type.
- Do not grade a printout on “mailability” standards.

TIES

Break ties through sixth place with the 5-minute tiebreaker document. Judge a contestant’s tiebreaker document only if that contestant is involved in a tie. If the percent accuracy scores on the tiebreaker document are the same, then a tie stands. In the case of a tie for first place, there is no second place. In the case of a tie for second place, there is no third, and so on.

After the contest

VERIFICATION PERIOD

- Unofficial results. Allow contestants and coaches a time not to exceed 15 minutes to examine their papers before the official results are announced. Announce the names, contestant numbers and scores of persons ranking first through sixth as unofficial results. If errors are found, either in the grading or recording of scores, these should be reported to the contest director at that time. The contest director will determine if the recalculated score will affect the rankings before results are made official. Ask coaches/contestants to place their papers in the sorting envelope labeled for their school. Pick up all tests and answer sheets so that none remain with the contestant or coach. Contestants and coaches not present at the verification period forfeit their opportunity to raise questions.
- Official results. After all questions have been resolved and the papers are in the possession of the contest director, the contest director should announce, as official results, the name and the school of contestants who placed first through sixth. These results, once announced as official, shall be final.

POSTING RESULTS DURING THE MEET

Announce or post only the names, schools and scores of the contestants placing first through sixth.

QUALIFICATIONS TO REGIONAL (DISTRICT)

Contestants can qualify to regional as first, second or third place individual winners.

RETURNING PAPERS

(DISTRICT) If results are final and all test questions resolved, entries may be returned no sooner than the end of the meet on the Saturday of the respective district week.

(REGION) If all questions are resolved and if the meet is held on Saturday, the test, answer keys, scoring charts and answer sheets should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR

(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district meet director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the online system and made available for public review by 5 p.m. on Monday following the final district week.

(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals’ places.

MAILING RESULTS

Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS

(DISTRICT) Destroy all extra materials on the Monday following the second district week.

(REGION) Destroy all extra materials on the Monday following the regional meet.